

Job Description

Missouri State Highway Patrol

Class Title: Building & Grounds Maintenance II Troop Headquarters

Title Code: V00422

Effective Date: 03/08/95

Date Reviewed:

Date Revised: 12/27/04

Immediate Supervisor: Building & Grounds Maintenance Supervisor

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

An employee in this class performs a variety of grounds keeping and housekeeping tasks. Work is subject to general supervision by a designated supervisor and is reviewed by general inspection and observation of results.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Performs a variety of housekeeping tasks such as mopping, scrubbing, dusting, vacuuming, and polishing; strips, cleans, waxes, and polishes floors.

Cleans restrooms and fixtures; cleans dust and dirt from ceilings, walls, pipes, floors, and windows; cleans heating and air conditioning vents.

Operates various powered equipment, e.g., buffers, lawn tractor, etc., in the performance of assigned tasks; cleans, repairs, and maintains tools and equipment used.

Participates in the maintenance of institutional grounds; plants and waters trees, grass, flowers, shrubs; mows and trims lawn and hedges; weeds flower beds; sprays lawns, shrubs, and trees with fertilizer or insecticide.

Removes dirt, rubbish, snow, etc., from walkways and parking areas as required.

Drives a 3/4 ton truck or tractor with blade to remove snow from parking areas.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of materials, methods, and equipment used in housekeeping work.

Knowledge of the operation and proper care of housekeeping equipment; maintain and make minor repairs to machinery and equipment.

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Knowledge of the care of grass, flowers, trees, and shrubs used on institutional grounds.

Knowledge of the standard tools, materials, and practices used in general housekeeping and building and grounds maintenance.

Knowledge of occupational hazards and safety precautions associated with housekeeping, mechanical, and building trades.

Ability to understand and follow oral and written instructions.

Ability to work outdoors for long periods of time in inclement weather.

Ability to perform manual labor such as trash removal, yard work, and snow removal.

Ability to perform a variety of routine tasks in the care, cleaning, and general maintenance of building, grounds, and equipment.

Ability to operate powered equipment, e.g., buffer, lawn tractor, etc., in the performance of assigned tasks.

Ability to drive a truck and a tractor in the performance of assigned tasks.

Ability to establish and maintain effective working relations with others.

Ability to work independently with general supervision.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from the eighth grade.

Possess at least one year of experience as a Building and Grounds Maintenance I or comparable experience.

NECESSARY SPECIAL REQUIREMENTS

Possess a valid Missouri driver's license.

Must be at least eighteen years old at the time of appointment.